



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
NEVADA STATE LIBRARY, ARCHIVES and PUBLIC RECORDS
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**The Committee to Approve Schedules for the Retention
and Disposition of Official State Records**

Meeting Notice

DATE: April 13, 2016
TIME: 1:15 p.m.
LOCATION: Nevada State Library and Archives Building
Board Room
100 North Stewart Street
Carson City, Nevada 89701

Notice: The Committee to Approve Schedules for the Retention and Disposition of Official State Records may address items out of sequence. The Committee may combine two or more agenda items for consideration, and the Committee may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

Agenda

- | | |
|----------------------------|--|
| | 1. Call to Order, Welcome, Roll Call |
| | 2. Public Comment
Comment may be limited to 5 minutes at the discretion of the Chairman. No action may be taken upon a matter raised during public comment until the matter has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020) |
| FOR POSSIBLE ACTION | 3. Review, correct, if necessary, and approve the minutes from the February 10, 2016 meeting |
| FOR POSSIBLE ACTION | 4. Employment Training and Rehabilitation – Vocational Rehabilitation
A. RDA 1990534: Vocational Rehabilitation Client Case File |
| FOR POSSIBLE ACTION | 5. Department of Environmental Protection
A. RDA 2005018: Fiscal Year Paid Invoices (Fees)
B. RDA 2005084: State Environmental Commission Files |
| FOR POSSIBLE ACTION | 6. Department of Corrections, Offender Management
A. RDA 1992717: Inmate Central File (C-File)
B. RDA 1992718: Inmate Institutional File (I-File) |

- C. RDA 2016015: Inmate File: Permanent
D. RDA 2016016: Inmate File: Notorious/Infamous
- FOR POSSIBLE ACTION**
7. **Department of Administration, Library, Archives and Public Records, Library Services**
A. RDA 2016009: Talking Book Program Patron File – Non Activated
- FOR POSSIBLE ACTION**
8. **General Schedule**
A. RDA 2003072: In Car Recordings
B. RDA 2015003: Calendars: Constitutional Officers
C. RDA 2006059: Professional and Occupational Licensing
D. RDA 2016007: Occupational Licensing
- FOR POSSIBLE ACTION**
9. **Office of the Secretary of State**
A. RDA 2016010: Appointment of Registered Agent by a Court-Appointed Nonresident Guardian of Adult
- FOR POSSIBLE ACTION**
10. **Update regarding the recommendation of expansion of the composition of The Committee to Approve Schedules for the Retention and Disposition of Official State Records**
11. **Nevada Department of Transportation Update (Discussion Only)**
- FOR POSSIBLE ACTION**
12. **Discuss future agenda items**
Department of Public Safety: General Services Division
Department of Wildlife
Department of Public Works
Parole and Probation
Commission on Ethics
13. **Informational Items (Discussion Only)**
14. **Public Comment**
Comment may be limited to 5 minutes at the discretion of the Chairman. No action may be taken upon a matter raised during public comment until the matter has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020).
- FOR POSSIBLE ACTION**
15. **Confirm time of next meeting**
Next meeting scheduled for May 11, 2015 at 1:15pm
- FOR POSSIBLE ACTION**
16. **Adjourn**

General Information

Members of the public who are disabled or who may require special accommodations at the meeting are requested to notify Michelle Byrne in writing at the Records Management Program 100 N. Stewart Street, Carson City, NV 89701 or by calling (775) 684-3411 or by email mbyrne@admin.nv.gov prior to the meeting date.

A complete copy of the information submitted to the Committee for this "Agenda and Meeting Notice" is available by contacting the Records Management Program at (775) 684-3411. This agenda, the Committee Packet and all other supplemental material made available to each Committee member will also be made available to the public on the website of the Department of Administration, Nevada State Library and Archive prior to the meeting date and may be found at: www.nsla.nv.gov (under Records Management, State Records Committee).

The material is also available by contacting Michelle Byrne at mbyrne@admin.nv.gov

This agenda has been posted at the following locations:

The Nevada State Library and Archives
100 North Stewart Street
Carson City, NV 89701

The Nevada Legislature
401 S. Carson St.
Carson City, NV 89701

Washoe County Library
301 South Center Street
Reno, NV 89505

The Las Vegas/Clark County Library District
1401 E. Flamingo Road
Las Vegas, NV 89119

NSLA website: www.nsla.nv.gov

As required by [NRS 232.175](#):
<https://notice.nv.gov/> Under the Department of Administration, State Records Committee.

*The Committee to Approve Schedules for the
Retention and Disposition of Official State Records
The “State Records Committee”
Minutes for February 10, 2016*

1: Call to Order, Welcome, Roll Call

- The meeting was called to order at 1:16 pm. The meeting was held at the Nevada State Library and Archives Board Room, at 100 N. Stewart St, Carson City, NV.

Committee Members:

Jeff Landerfelt, for Barbara K. Cegavske, Secretary of State - Present

Kathryn Etcheverria, Governors Appointee - Present

Sarah Bradley, for Adam Laxalt, Nevada Attorney General - Present

Daphne DeLeon, Administrator, Nevada State Library, Archives and Public Records – Present

Stacie Hancock, For Patrick Cates, Director of the Department of Administration – Present

Jim Earl, for Shannon Rhaming, Administrator, Enterprise Information Technology Services – Present

Staff:

Teri Mark, State Records Manager, NSLAPR – Excused

Jeff Kintop, Assistant Administer for Archives and Records, NSLAPR - Excused

Cynthia Laframboise, State Archives Manager, NSLAPR – Present

Sara Martel, Senior Records Analyst, NSLAPR – Present

Gerald Lindsay, Senior Records Analyst, NSLAPR – Excused

Michelle Byrne, Administrative Assistant, NSLAPR – Present

Kimbra Andrews, Department of Transportation – Excused

Guests Present:

Anita Moore, Department of Taxation

Martin Roberto, Department of Public Safety; Capitol Police

Lori Hoover, Governor’s Finance Office; Division of Internal Audits

Nate Hanson, Treasurer’s Office

2: Public Comment

Comment may be limited to 5 minutes at the discretion of the Chairman.

- There was no public comment.

3: Review and Approve the Minutes for November 18, 2015

- The minutes were approved as presented. The motion was made by Jim Earl and the second was by Sarah Bradley. The vote was unanimous.

4: Department of Public Safety: Capitol Police

A.	2003050	Annual Statistical Report	Delete – Obsolete
B.	2009007	Capitol Police Personnel (Pre-Post) Training Files	Delete – Obsolete
C.	2009009	Crime Statistics Database	Delete – Non Record

Agency review:

The appraisal is supported by the Capitol Police Records Officer.

Justification for Deletion of RDA 2003050:

Capitol Police no longer creates this report. Annual Reports are created by the Department of Public Safety – General Services Division under RDA 2006165 “Annual Statistical Report of Crime”. The retention and disposition is 5 years from the date of issue then transfer to the State Archives.

Justification for Deletion of RDA 2009007:

Capitol Police is not the office of record for training files. Training records are maintained in the personnel file and/or NEATS.

Justification for Deletion of RDA 2009009:

This schedule is for an index database. As a non-record, this RDA should be deleted from the schedule. The official record is covered under General Schedule RDA “2002004 Law Enforcement: Crime/Incident Reports”.

Discussion and Votes:

- This item was approved as presented. The motion was made by Jim Earl and the second was by Sarah Bradley. The vote was unanimous.

5: Governor’s Finance Office, Internal Audit

A.	2006153	Internal Controls Class Training Files	Modify
B.	2006154	Compliance Review Files	Modify
C.	2006145	Annual Plan	Modify
D.	2006146	Annual Report	Modify
E.	2006147	Audit Workpapers	Modify
F.	2006148	Biennial Compliance Reports	Modify
G.	2006162	Final Audit Reports	Modify
H.	2006151	LCB Audit follow-Up Workpapers	Modify
I.	2010013	Report on Internal Controls	Modify
J.	2016003	Agency Training Audit Plan	New
K.	2016004	State Fraud, Waste and Abuse Hotline Files	New
L.	2016006	Procurement Card Applications	New
M.	2006149	DIA Follow-Up Database	Delete – Non Record
N.	2006150	LCB Audit Follow-Up Database	Delete – Non Record

Agency review:

The appraisal is supported by the Internal Audit Records Officer.

Justification for Modification of RDA 2006153:

As social security numbers are no longer used for employee identification, these records no longer contain confidential information. As such, a secure destruction is no longer necessary. The agency has requested all retentions to be changed to the “end of the calendar year to which they pertain” to simplify destruction.

Justification for Modification of RDA 2006154:

Audit report is not an accurate term for the summary of findings report. Many of the documents listed are no longer used. By removing the specific names of documents, the description does not have to be modified each time the process is updated with new reports etc. The agency has requested all retentions to be changed to the “end of the calendar year to which they pertain” to simplify destruction.

Justification for Modification of RDA 2006145:

The agency has requested to change to “end of calendar year” so all their retentions are the same. Copies are non-records and should be removed from the schedule.

Justification for Modification of RDA 2006146:

The agency has requested to change to “end of calendar year” so all their retentions are the same. Copies are non-records and should be removed from the schedule.

Justification for Modification of RDA 2006147, 2006148, 2006162, 2006151, 2010013:

The agency has requested to change to “end of calendar year” so all their retentions are the same.

Justification for New RDA 2016003:

This RDA is needed to cover records not previously on a schedule. The 5 year retention is recommended based on NAC 353A.100: “...any employee of an agency whose duties include administering budgetary accounts shall, at least once every 5 years, attend training provided by the Division of Internal Audits”. The agency has requested all retentions to be changed to the “end of the calendar year to which they pertain” to simplify destruction.

Justification for New RDA 2016004:

The three year retention is recommended based on NRS 11.190(3)(d) “**NRS 11.190 Periods of limitation.....3.**Within 3 years:.....Except as otherwise provided in NRS 40.4639, 125B.050 and 217.007, actions other than those for the recovery of real property, unless further limited by specific statute, may only be commenced as follows:....(d)Except as otherwise provided in NRS 112.230 and 166.170, an action for relief on the ground of fraud or mistake, but the cause of action in such a case shall be deemed to accrue upon the discovery by the aggrieved party of the facts constituting the fraud or mistake.”

Three years also allows for legislative cycles.

This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.

Justification for New RDA 2016006:

This RDA is needed to cover records not previously on a schedule. A 30 day retention is being recommended since the agency has very limited involvement in the process. Once the Internal Controls are approved, Internal Audit does not have any further contact with the agency. Thirty days is being recommended to allow for distribution to Purchasing and any possible issues with distribution.

Justification for Deletion of RDA 2006149, 2006150:

This schedule is for an index database. As a non-record, this RDA should be deleted from the schedule.

Justification for Deletion of RDA 2006152:

This schedule is for an index database. As a non-record, this RDA should be deleted from the schedule. Additionally, training is tracked by Department and not on an employee level.

Discussion and Votes:

- This item was approved in two parts. Sub-item A was approved as amended, with the amendment of the change in the retention statement of “*..in which they were printed*” to “*..in which the class was conducted.*” Sub-items B-O was approved as presented. There was no further discussion needed. The motion was made by Sarah Bradley and the second was by Jim Earl. The vote was unanimous.

6: Office of the State Controller

A.	2004097	ADVANTAGE™ Financial System Microform Reports	Modify
B.	2016002	Financial Reports	New
C.	2016005	Cancelled Checks	New
D.	2004095	ADVANTAGE™ Financial System Files	Delete
E.	2004098	ADVANTAGE™ Financial System Reports	Delete
F.	2004099	ADVANTAGE™ Financial System Vendor Records	Delete
G.	2004096	DAWN Data Warehouse Files	Delete
H.	2002053	Fraudulent Checks	Transfer

Agency review:

The appraisal is supported by the Office of the State Controller Records Officer.

Justification for Modification of RDA 2004097:

An appraisal of this record series by the State Archivist determined that the only report of historical significance within this record series is the Budget Status Report (BSR). As such, this RDA is being modified so that only the BSR is scheduled for transfer to the archives. A new records series (2016002) is being recommended to schedule the other report types.

Justification for New RDA 2016002:

Transaction reports were separated from the annual budget summary report as the State Archivist determined that only the annual budget summary report had archival and historical value. A new record series is being created to schedule the remaining report types. A three year retention is being recommended based on 2 year audit cycle NRS 353A.025 and the period of limitation for fraud or mistake.

Justification for New RDA 2016005:

The Treasurer’s and Controller’s offices handle similar functions regarding cancelled and fraudulent checks. The Treasurer’s office processes checks that are cancelled due to forgery. The Controller’s office processes checks that are cancelled because they are not cashed or deposited. RDA 2002053 “Fraudulent Checks” is on this agenda to be transferred to the Treasurer’s office. This new RDA clarifies the Controller’s role in the process of cancelled checks.

Justification for Deletion of RDA 2004095:

This RDA is an electronic record keeping guide and not a record series. ADVANTAGE™ is a database, and the data and the system files are not records.

Justification for Deletion of RDA 2004098:

The records defined in this record series are ad hoc reports created only as needed and not for retention purposes. As such, they are considered non records.

Justification for Deletion of RDA 2004099:

ADVANTAGE™ is a database, and the data are not records and should be removed from the schedule. The vendor records are scheduled under RDA 2004100 “Vendor Registration and Maintenance Records”.

Justification for Deletion of RDA 2004096:

DAWN is a database, and the data are not records. So, it should be removed from the schedule.

Justification for Transfer of RDA 2002053:

The process relating to fraudulent checks has been transferred from the Office of the State Controller to the Office of the State Treasurer.

Discussion and Votes:

- This item was approved in two parts. Sum-items A, B, D, E, F, G and H were approved as presented. Sub-item C was approved as amended, with the amendment pertaining to the name of the schedule. The name was changed from *Cancelled Checks* to *Stale Checks* to better reflect the nature of the items the schedule applies to. The motion was made by Daphne DeLeon and the second was by Jim Earl. The vote was unanimous.

7: Department of Taxation**Department of Taxation, Local Government Services**

A. 1993105 Property Tax Appeal Files Delete - Obsolete

Agency review:

The appraisal is supported by the Records Officer for the Department of Taxation, Local Government Services.

Justification for Deletion of RDA 1993105:

This item was tabled in June 2014. The Committee asked staff to work with the Department of Taxation to determine the official record. Upon review, it was determined that the “Property Tax Appeal Files” are working documents and not the official record. All documents, except the decision letter, are part of the State Board of Equalization hearings and are sent to Archives for permanent preservation under the applicable open meeting law record series. The decision letter also has a permanent retention under RDA 2014184 “State Board of Equalization Decision Papers.

Since the official record is accounted for under current RDAs, and these files are working papers (non-records) it is recommended this RDA be deleted.

Discussion and Votes:

- This item was approved as presented. The motion was made by Sarah Bradley and the second was by Jim Earl. The vote was unanimous.

8: General Schedule

A. 2005114 Bids & Requests for Proposals (RFP) Delete - Obsolete
Evaluation Committee Files

Justification for Deletion of RDA 2005114:

The agency in charge of the evaluation committee is the office of record. All records associated with the RFP process belong to the office of record, and are covered under RDA 1995086 "Contracts and Agreements". Any duplicate materials are considered non-records.

Discussion and Votes:

- This item was approved as presented. The motion was made by Sarah Bradley and the second was by Daphne DeLeon. The vote was unanimous.

9: Review NRS 239.073 regarding the composition, and possible modifications, of The Committee to Approve Schedules for the Retention and Disposition of Official State Records

- Jim Earl made the motion to recommend to the Secretary of State to consider taking action to expand the committee makeup to include, for example, Health and Human Services, Public Safety, and a Governor appointee from Boards and Commission. This item was second by Sarah Bradley, and the vote was unanimous.

10: Nevada Department of Transportation Update (discussion only)

- There was no update at this meeting.

11: Discuss future agenda items:

- Environmental Protection
- Secretary of State
- General Schedule – Body Cameras

12: Informational Items (discussion only)

- The Attorney General's Office will be hosting a training class on February 25, 2016 from 8:30 AM to 12:00 PM. This class will be discussing the Opening Meeting Law and Public Records, and will be located at the Department of Transportation Offices in Carson City, Las Vegas, Elko, Ely and Tonopah.

13: Public Comment

Comment may be limited to 5 minutes at the discretion of the Chairman

- There was no public comment.

14: Determine time of next meeting

- The next meeting will be held March 9, 2016 at 1:15 pm in the Nevada State Library and Archives Board room.

15: Adjourn

- The meeting was adjourned at 2:40 pm with the motion made by Sarah Bradley. The vote was unanimous.

4: FOR POSSIBLE ACTION

Department of Employment, Training, and Rehabilitation – Vocational Rehabilitation

A. 1990534 Vocational Rehabilitation Client Case File Modify

A. Recommended Modification:

Title: Vocational Rehabilitation Client Case File

RDA: 1990534

Description:

This record series consists of Vocational Rehabilitation client records. The individual client file may include: completed application, financial statement, health survey, transcripts and certificates, certification of eligibility, narrative progress review notes, vocational assessment reports, diagnostic study, copies of medical and psychological reports, training progress reports, individualized written rehabilitation program, documentation of verbal communications, closure information, correspondence and similar documentation.

Authorized Retention:

Retain for a period of five (5) calendar years from the **end of** the calendar year ~~to~~ **in which they were closed** ~~pertain~~.

Recommended Disposition:

Destroy Securely

NSLA staff recommendation:

The retention meets administrative needs.

Agency review:

The appraisal is supported by the Records Officer for the Department of Employment, Training, and Rehabilitation – Vocational Rehabilitation.

Justification for Modification of RDA 1990534:

Changing the trigger date from “in which they pertain” to “in which they were closed” provides for a clearer and more defined event trigger.

5: FOR POSSIBLE ACTION

Department of Environmental Protection

A.	2005018	Fiscal Year Paid Invoices (Fees)	Delete – Obsolete
B.	2005084	State Environmental Commission Files	Delete – Obsolete

A. Recommended Deletion:

Title: ~~Fiscal Year Paid Invoices (Fees)~~

RDA: ~~2005018~~

Description:

~~This record series is used to document payment of annual fees (including NAC 445B.275 fines) by owner/operators with permits (See NRS Chapter 445B and NAC Chapter 445B). The files contain: invoice copies, payment receipts (both of which detail the fee for emission violations, renewal of permits and similar information for each permit source), notes and related documentation.~~

Authorized Retention:

~~Retain for a period of twenty (20) calendar years from the end of the calendar year to which they pertain.~~

Recommended Disposition:

~~Permanent: Transfer to State Archives~~

NSLA staff recommendation:

Delete this RDA.

Agency review:

The appraisal is supported by the Records Officer for the Department of Environmental Protection, Air Quality Control.

Justification for Deletion of RDA 2005018:

The Archives has reviewed this RDA and determined that these records do not hold archival value. Since they are fiscal records, it is recommended this RDA be deleted and the agency follows the General Schedule RDA 2007016: "Accounting Files (Agency Copy)", which has retention of 3 years.

B. Recommended Deletion:

Title: ~~State Environmental Commission Files~~

RDA: ~~2005084~~

Description:

~~These records are used to provide administrative support to the State Environmental Commission (SEC). These records do not constitute the official record of the SEC. The record may contain but is not limited to: *copies of minutes and supportive documentation; copies of proposed regulations; related correspondence and; associated documentation.~~

Authorized Retention:

~~Retain these records for a period of twenty (20) calendar years from the end of the calendar year to which it pertains.~~

Recommended Disposition:

~~Destroy~~

NSLA staff recommendation:

Delete this RDA.

Agency review:

The appraisal is supported by the Records Officer for the Department of Environmental Protection.

Justification for Deletion of RDA 2005084:

The "State Environmental Commission Files" are working documents and not the official record. All documents are part of the State Environmental Commission hearings and are sent to Archives for permanent preservation under the applicable open meeting law record series.

Since the official record is accounted for under a current RDA, and these files are working papers (non-records), it is recommended this RDA be deleted.

6: FOR POSSIBLE ACTION

Department of Corrections, Offender Management

A.	1992717	Inmate Central File (C-File)	Modify
B.	1992718	Inmate Institutional File (I-File)	Modify
C.	2016015	Inmate Files: Permanent	New
D.	2016016	Inmate Files: Notorious/Infamous	New

A. Recommended Modification:

Title: Inmate Central File (C-File)

RDA: 1992717

Description:

The Nevada Department of Corrections maintains two inmate records files pursuant to NRS 209.351 and DOC Administrative Regulation 560 & 561: the Institutional file and the Central file. The Central file [a partial compilation of criminal history record information (documents) and records of correctional supervision] is maintained in Central Office for the purpose of recording and maintaining matters concerning the inmate's legal status, including: commitment information, release computation, detainees, classification, management information system, statistics and planning and certain confidential information relating to Central Monitoring Cases. All other record responsibilities are delegated to the institutions and are processed using the Institutional file.

Authorized Retention:

Retain these records for a period of ~~twenty-five (25)~~ **seven (7)** calendar years from the date of release from the system.

Recommended Disposition:

~~Permanent: Transfer to Archives~~

Destroy Securely

NSLA staff recommendation:

The retention meets legal and administrative needs.

Agency review:

The appraisal is still being reviewed by the Department of Corrections Records Officer.

Justification for Modification of RDA 1992717:

A review of the records by the State Archivist has determined that the majority of records in this record series do not have historical/archival value. A new RDA 2016015 has been created for the records which have been deemed to have historical/archival value. The disposition of this new RDA is permanent.

B. Recommended Modification:

Title: Inmate Institutional File (I-File)

RDA: 1992718

Description:

The Nevada Department of Corrections maintains two inmate records files pursuant to NRS 209.351 and DOC Administrative Regulation 560 & 561. Both Central and Institution records are originated at a receiving institution. The I-file is a compilation of criminal history record information (documents) and records of correctional supervision concerning individual inmates. This complete record is maintained at the institution where the inmate is housed.

Authorized Retention:

Retain these records for a period of ~~twenty-five (25)~~ **seven (7)** calendar years from the date of release from the system.

Recommended Disposition:

~~Permanent: Transfer to Archives~~
Destroy Securely

NSLA staff recommendation:

The retention meets legal and administrative needs.

Agency review:

The appraisal is still being reviewed by the Department of Corrections Records Officer.

Justification for Modification of RDA 1992718:

A review of the records by the State Archivist has determined that the majority of records in this record series do not have historical/archival value. A new RDA 2016015 has been created for the records which have been deemed to have historical/archival value. The disposition of this new RDA is permanent.

C. Recommended New RDA:

Title: **Inmate File: Permanent**

RDA: **2016015**

Description:

The Nevada Department of Corrections maintains two inmate records files pursuant to NRS 209.351 and DOC Administrative Regulation 560 & 561. Both Central and Institution records are originated at a receiving institution. The permanent record consists of .mug shot and physical description and fingerprints; judgment of conviction, amended judgments and court orders; District Attorney's Statement of Fact; inmate classification report; Official certificates for commutation of sentence, conditional pardon, pardon, parole, restoration of citizenship; Parole and Probation records including reports of violations and revocations; Department of Justice Federal Bureau of Investigation National Bureau of Criminal Identification.

Authorized Retention:

Retain these records for a period of seven (7) calendar years from the date of release from the system.

Recommended Disposition:

Permanent: Transfer to Archives

NSLA staff recommendation:

The retention meets legal and administrative needs.

Agency review:

The appraisal is still being reviewed by the Department of Corrections Records Officer.

Justification for New RDA 2016015:

The record series is being created so that only the records deemed to have historical/archival value are sent to State Archives.

D. Recommended New RDA:

Title: *Inmate File: Notorious/Infamous*

RDA: 2016016

Description:

The Nevada Department of Corrections maintains two inmate records files pursuant to NRS 209.351 and DOC Administrative Regulation 560 & 561. Both Central and Institution records are originated at a receiving institution. Some of these inmate files document notorious/Infamous/Historically Significant inmates. Inmate files are considered Notorious/Infamous if: the case/inmate attained contemporary public notoriety; the case/inmate received significant media coverage; the inmate case caused the state to develop or utilize new methods or technologies; the case/inmate is frequently cited in scholarly or profession literature or other resources; the case/inmate caused a change in policies or laws; the case affects a large portion of the community; the case/inmate was controversial; the case/inmate was generally viewed by the community as important or significant; the case/inmate was the subject of a well-known book or feature film; the case/inmate incurred large restitution amounts. The records include but are not limited to: Inmate Central File (C-File); Inmate Institutional File; Inmate File (Permanent Record), newspaper accounts; correspondence (official and personal); and applications for commutation of sentence, conditional pardon, pardon, parole restoration of citizenship;

Authorized Retention:

Retain these records for a period of seven (7) calendar years from the date of release from the system.

Recommended Disposition:

Permanent: Transfer to Archives

NSLA staff recommendation:

The retention meets legal and administrative needs.

Agency review:

The appraisal is still being reviewed by the Department of Corrections Records Officer.

Justification for New RDA 2016016:

A review by the State Archivist has determined that all records pertaining to notorious/infamous inmates have historical/archival value. This new records series is being created to ensure that those records are sent to State Archives.

7: FOR POSSIBLE ACTION

Nevada State Library Archives and Public Records – Library Services

A. 2016009 Talking Book Program Patron File – Non New
Activated

A. Recommended New RDA:

Title: *Talking Book Program Patron File – Non Activated*

RDA: *2016009*

Description:

These records document potential patrons who have applied for the Nevada Talking Book Services but who did not complete the application process. The files may contain, but are not limited to: application with associated documentation and related correspondence.

Authorized Retention:

Retain these records for a period of one (1) calendar year from the end of the calendar year in which the application was received.

Recommended Disposition:

Destroy Securely

NSLA staff recommendation:

The retention period meets administrative needs.

Justification for New RDA 2016009:

A current schedule does not exist for this record series. Applicants submit applications but due to a variety of reasons may not activate their membership in the program. One year will allow for patrons who are unable to respond due to health issues to activate their memberships without resubmitting the application while still allowing staff to purge out-dated applications. Having an application that is not activated does not preclude a patron from submitting an application at a later date.

8: FOR POSSIBLE ACTION

General Schedule

A.	2003072	In Car Recordings	Modify
B.	2015003	Calendars: Constitutional Officers	Modify
C.	2006059	Professional and Occupational Licensing	Modify
D.	2016007	Occupational Licensing	New

A. Recommended Modification:

Title: ~~In-Car~~ **Electronic** Recordings

RDA: 2003072

Description:

These recordings document law enforcement ~~car patrols with audio and/or visual~~ **electronic** recordings of **law enforcement contacts including but not limited to:** traffic ~~violation~~ stops, traffic ~~accidents~~ **crash investigations, investigatory detentions, arrests** and other actions. It may be used **for prosecution** in training and/or as a support in determining events of a call for reporting purposes. The record series consists of ~~audio-visual~~ **electronic** recordings **regardless of media type.**

Authorized Retention:

Retain **non-event** recordings for ~~a ninety (90)~~ **thirty (30)** days **from the date of recording.** ~~period of time. or until they have been reviewed, whichever is later, reusing the recording media as needed. Those recordings which have been reviewed and deemed necessary for other purposes should be transferred~~ **Event recordings must be** ~~to the appropriate record series and~~ retained in accordance with the approved schedule for those types of records.

Recommended Disposition:

Destroy Securely

NSLA staff recommendation:

The retention meets legal and administrative needs.

Agency review:

The appraisal is supported by the Department of Public Safety, Highway Patrol Records Officer.

Justification for Modification of RDA 2003072:

The use of electronic media recording has extended beyond "In Car" recordings. Due to SB 111 of the 2015 Legislature, the Highway Patrol (NHP) was mandated to begin the use of body cams. As it is anticipated that many other law enforcement agencies will also be using the use of body cams, we are recommending that this General Schedule item be modified. The term "Electronic Recordings" will also include the use of other electronics such as phones etc.

The storage for electronic recordings is expected to be substantial in size. To help manage the amount of recordings being stored, we recommend the retention for "non event" recordings be reduced from 90 to 30 days. Definitions of "event" and "non event" are defined in the Policies and Procedures for the Use of Body Worn Cameras. Additionally, the NHP will include on their website, similar definitions and statements regarding retention periods for the public. NHP will provide these definitions to other law enforcement agencies upon request.

All recordings will be tagged with the appropriate retention at the end of each event. So, all event recordings will be kept in accordance with the approved schedules.

B. Recommended Modification:

Title: Calendars: Constitutional Officers

RDA: 2015003

Description:

Records documenting day-to-day official activities of constitutional officers. Records may include but are not limited to: calendars, task lists, meeting schedules. See also: Governor's Office RDA 2011046 Appointment/Scheduling Calendars.

Authorized Retention:

~~Retain for four (4) calendar years from the end of the calendar year to which they pertain.~~ *Retain until end of the term of office.*

Recommended Disposition:

Permanent: Transfer to State Archives

NSLA staff recommendation:

The retention period meets administrative needs.

Justification for Modification RDA 2015003:

The change provides a more defined trigger event and does not require annual transfer of records. Instead, all records can be transferred at one time.

C. Recommended Modification:

Title: Professional ~~and Occupational~~ Licensing

RDA: 2006059

Description:

These records document the process and monitoring of individuals receiving professional ~~and occupational~~ licenses, certification, registration and similar functions from a licensing agency. *Professional licenses are for jobs which require legal authority to practice a profession within a designated scope of practice.* The record may consist of, but is not limited to: Original application with supportive documentation; examination results; informational documentation on the licensee; continuing education and training verification documents; formal actions on complaints, the order initiating discipline and other information considered by the board in dispensing discipline and; related documentation.

Authorized Retention:

Retain these records for a period of thirty (30) calendar years from the expiration, termination, suspension or revocation of the license.

Recommended Disposition:

Destroy Securely

NSLA staff recommendation:

The retention period meets administrative needs.

Justification for Modification of RDA 2006059:

The original retention for the series was 3 years citing statute of limitations for fraud or mistake. In October of 2014, it was changed to allow proper documentation to survive long enough for the licensing entity to be able to answer other state's questions about the licensed individual. Staff has requests to add agency specific retentions allowing for a 3 year retention. The issue has been raised that occupational licensees don't require as long of a retention as professional. This modification allows the records of professional licensees be separated and kept longer than occupational licensees. See New RDA 2016007.

D. Recommended New RDA:

Title: *Occupational Licensing*

RDA: *2016007*

Description:

These records document the process and monitoring of individuals receiving occupational licenses, certification, registration and similar functions from a licensing agency. Occupational licenses are for jobs requiring certification by a private organization to ensure that that individual have demonstrated their achievement and ability to perform their profession competently. The record may consist of, but is not limited to: Original application with supportive documentation; examination results; informational documentation on the licensee; continuing education and training verification documents; formal actions on complaints, the order initiating discipline and other information considered by the board in dispensing discipline and; related documentation.

Authorized Retention:

Retain these records for a period three (3) calendar years from the expiration, termination, suspension or revocation of the license.

Recommended Disposition:

Destroy Securely

NSLA staff recommendation:

The retention period meets administrative needs.

Justification for New RDA 2016007:

The retention for both professional and occupational licensing records was originally 3 years citing statute of limitations for fraud or mistake. In October of 2014, it was changed to allow proper documentation to survive long enough for the licensing entity to be able to answer other states' questions about the licensed individual. Staff has requests to add agency specific retentions allowing for a 3 year retention period. The issue has been raised that occupational licensees don't require as long of a retention as professional. This new RDA allows the records of occupational licensees be separated and kept for a shorter period than professional licensees. .

9: FOR POSSIBLE ACTION

Secretary of State

A. 2016010 Appointment of Registered Agent by a Court- New
Appointed Nonresident Guardian of Adult

A. Recommended Modification:

Title: *Appointment of Registered Agent by a Court-Appointed Nonresident Guardian of Adult*
RDA: 2016010

Description:

These records document the appointment of a registered agent by a court-appointed nonresident of guardian for an adult ward (NRS 159). The file may include but is not limited to: "Appointment of Registered Agent by Nonresident Guardian of Adult" form, application renewals, court orders, and related correspondence.

Authorized Retention:

Retain for seven (7) calendar years from the end of the calendar year in which the last guardianship was terminated.

Recommended Disposition:

Destroy Securely

NSLA staff recommendation:

The retention period meets administrative and legal needs.

Agency review:

The appraisal is supported by the Secretary of State's Records Officer

Justification for New RDA 2016010:

A current schedule does not exist for this record series. A seven year retention period is based on NRS 159.19905 which states "A guardian shall maintain all records and documents for each ward whom the guardian has authority over for a period of not less than 7 years after the court terminates the guardianship and shall maintain all financial records related to the guardianship for a period of not less than 7 years after the date of the last transaction".

Maintaining these records for seven years after the final termination, which would be upon the death of the ward, ensures all appointment records are maintained for the life of the ward plus 7 years to match NRS159.19905 for the last guardian.